

GP14: Checking Retiree Insurance Deduction History

In this Guided Practice, you will learn how to:

- Locate and review a rebill in MyTRS

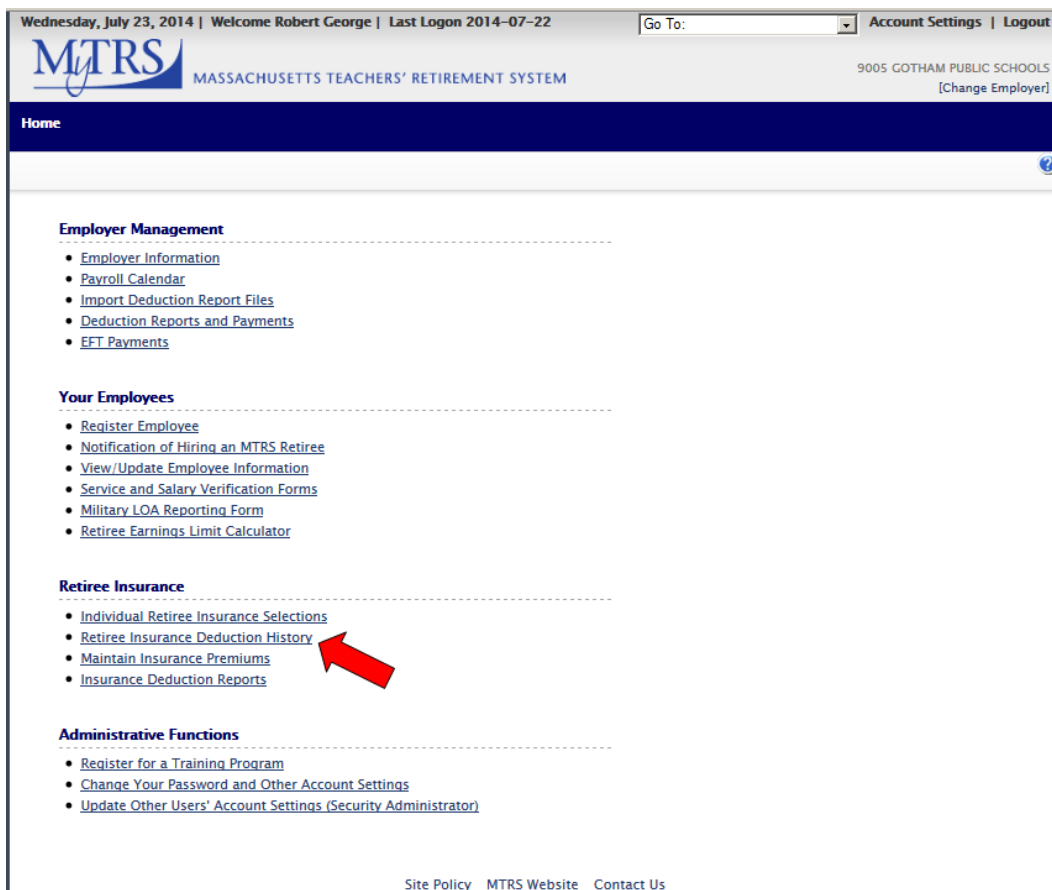
Reviewing rebills in retiree accounts

When there is a positive or negative retroactive coverage change in MyTRS, the system will calculate a total underpayment from a retiree (bill) or a total overpayment to the retiree (refund). The MyTRS term for the adjustment amount due is “**rebill**.” MyTRS enables employers to view pending rebills and prior processed transactions via the **Retiree Insurance Deduction History** link on the home page. Below are instructions for verifying that MyTRS generated a rebill.

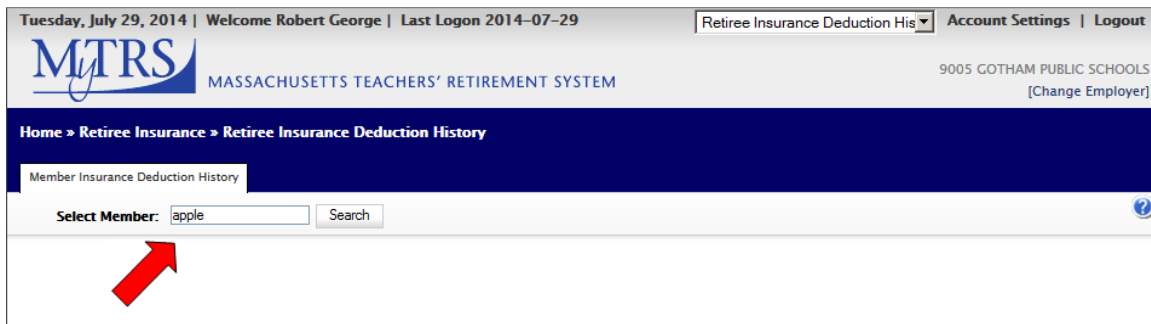
Rebill: A bill or credit adjustment for previous deductions calculated by taking the difference of what was deducted and what should have been deducted.

To review a retiree’s deduction history, follow these steps:

- 1) From the home page, click **Retiree Insurance Deduction History**.



- 2) Enter your employee's name (last, first) or Social Security number (SSN) in the **Select Member** field and click **Search**.



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MyTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Retiree Insurance » Retiree Insurance Deduction History

Member Insurance Deduction History

Select Member: Search

If your search locates:

- a single record, MyTRS automatically opens the Member Insurance Deduction History tab for that employee.
- multiple records, results appear in the *Members for Employer* window, which displays the last four digits of the employee's SSN, the **Member Name**, and the MyTRS-assigned **Member Number**. Only employees who are currently working or have worked for your employer appear. If more than 10 records are listed, use the side scroll bar and the arrows at the bottom of the page to view the remaining records.



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Home » Retiree Insurance » Retiree Insurance Deduction History

Member Insurance Deduction History

Select Member: Search

SSN	Member Name	Member Number
XXX-XX-0001	APPLE, AMY	818656
XXX-XX-1856	APPLE, ASHLEY B	239173

- 3) When a rebill has been generated, it will be listed in each category as applicable. The rebill total will also be listed in the bottom right corner. This value will be listed until the warrant is processed.

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MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS [Change Employer]

Home » Retiree Insurance » Retiree Insurance Deduction History

Member Insurance Deduction History

Employee/Member: APPLE, ASHLEY B (New Search) SSN: XXX-XX-1856

Show

View: Default Add Save Delete

Trans Status: All Trans Types: All Trans#:

Fund Columns: Fund Groups Totals: Totals

Activity From Date: / / Activity To Date: / / Filter Clear

Transactions

View Trans.

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input type="radio"/>	07/29/2014	06/01/2014	Member Bill	Open	Rebill for 06/01/2014 - 06/30/2014	1774861	\$24.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.45
<input type="radio"/>	05/18/2014	05/31/2014	Disbursement Deduction	Closed	Disb Request	1724326	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	05/18/2014	05/31/2014	Disbursement Deduction	Closed	Disb Request	1724327	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	05/18/2014	06/01/2014	Member Bill	Closed	EBILL for 06/01/2014 - 06/30/2014	1662951	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	04/14/2014	04/30/2014	Disbursement Deduction	Closed	Disb Request	1560021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$24.45

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Note: The rebill amount will be shaded black if the member owes money, and it will be shaded red and in parentheses if the member is due a refund.

You have completed this Guided Practice.